



## DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



POLICY NUMBER

ADM:24

EFFECTIVE  
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ORIGINAL  
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08/07/1992

SUBJECT: UNIFORMS, GROOMING, AND EQUIPMENT

REVISION NO:

7

### 1.0 PURPOSE

The purpose of this policy is to ensure the Department of Public Safety and New Mexico State Police uniformed personnel are consistent in appearance and readily identifiable. This policy specifically authorizes certain uniform clothing, insignia, attachments, and equipment items in order to establish standards for the proper wearing of the authorized uniform. This policy is meant to promote the image of a disciplined, identifiable and impartial law enforcement agency by maintaining the uniform as a symbol of neutral government authority, free from expressions of personal religion, bent or bias.

Clarification  
added.

### 2.0 POLICY

It is the policy of the State Police that commissioned personnel will wear only such uniforms, equipment and insignia approved by the Department. The Department of Public Safety Motor Transportation Police (MTPD) and Special Investigations Division (SID) will wear authorized uniforms as set forth by the Director or Commanding Officer. This shall be done while maintaining a neat appearance in groom and dress.

Clarification  
added.

### 3.0 APPLICABILITY

This policy is applicable to all commissioned officers of the Department of Public Safety.

### 4.0 REFERENCES

- A. CALEA Chapter 22 – Compensation, Benefits and Conditions of Work
- B. CALEA Chapter 41 – Patrol
- C. ADM:37 Tattoos and Body Piercings
- D. NMAC Rule 10.5.100 Standard of Conduct

### 5.0 DEFINITIONS

NONE

### 6.0 PROCEDURE

#### A. General Requirements:

1. The state police and motor transportation police uniform is to be worn by all commissioned personnel while on-duty in a uniform capacity, which includes regular shifts, shift extensions, overtime projects, and/or special assignments. MTPD should refer to the MTD policy on uniforms for further details.
2. On-duty personnel shall only carry authorized/approved equipment on their person that is necessary to perform their duties and which they have been trained to use.
3. Uniform personnel shall always display their badge of office in plain sight.
4. Leather gear, accessories, patches, and insignia are to be worn as authorized.

Clarification  
added.

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5. All leather gear, headgear, and brass will be kept polished at all times.
6. Uniforms and regulation cap shall be kept clean, pressed, and mended at all times.
7. All insignia, patches, nameplates, etc. shall be affixed to and worn on the uniform only as described in this policy. Medals shall be worn in accordance with *ADM:28 Medals and Awards*.
8. Each officer shall maintain a complete supply of uniforms and equipment.
9. The uniform may not be worn in an attempt to gain favorable considerations in purchasing anything of value or to receive free admissions, gifts, or gratuities. Uniforms shall not be worn for driver's license photographs.
10. The uniform shall not be adorned with unauthorized insignia or decorations.
11. While in uniform, the wearing of mirrored lens sunglasses, or any other eyewear of unusual design, construction, shape, or color which represents a less than professional appearance, is prohibited.
12. The uniform is not to be altered in any way other than authorized in policy. Proper fit is to be maintained and tailoring done in a conservative fashion.
13. No personnel shall wear the uniform or use any state equipment while under suspension for any cause. Suspended personnel shall immediately surrender their badge, gun, commission, and all other state-owned property to the district/bureau commander when the suspension is imposed.
14. Officers traveling inter-district in a marked unit are to be in full uniform unless otherwise approved by the Chief/Director or his/her designee. Officers on special assignments may utilize their units while off duty, as specified in 10.5.400 NMAC.
15. Officers operating marked units within their assigned district shall be in the appropriate uniform attire, unless exempted by the district commander or his/her designee.

### B. State Police Class "A" Uniform

The Class "A" shirt, trousers, and cap will only be obtained from the State Police Quartermaster or from a retail outlet authorized by the Department of Public Safety.

Clarification added.

1. **Shirt:** The shirt will be black in color with gray cuffs, epaulets, and breast pocket flaps. Single or double (French) shirt cuffs are permissible.
  - a. The long-sleeve shirt may be worn year-round.
  - b. The short-sleeve summer shirt may be worn between March 1 and November 30. The short-sleeve length will not be shorter than a point two inches above the elbow, down, and the sleeve will have a hem of 1".
2. **Bowtie:** The plain black regulation bowtie will be optional when the long-sleeve shirt is worn. The Chief or his/her designee may require that the bowtie be worn for special occasions.
3. **Undershirt:** When the bowtie is not worn, the undershirt shall **not** be visible, unless the undershirt is black in color.
  - a. During winter months, a black mock turtleneck undershirt may be worn with "NMSP" embroidered in either silver or gold on the front left side of the neck. Silver lettering shall be used for officers with less than five years of service and gold for those with five years of service or more. The embroidery will be block

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lettering and standard in height at  $\frac{1}{2}$  inch. It should be located approximately  $\frac{3}{4}$  of an inch below the top of the collar, and to the left of the center of the neck.

- b. Due to design changes in the neck line of protective vests, it is appropriate to wear a black crew neck t-shirt under all authorized uniforms. The black t-shirt shall be made of moisture wicking material as found in apparel provided by manufacturers, such as Under Armour; 511; Blauer; and Champion. Logos shall not be visible on the collar area.
- c. The v-neck t-shirt is still authorized and does not need to be color specific, as long as it is not visible above the neck line.
4. **Patches, Service Stripes, and Insignia:** All patches and insignia will be worn on the regulation uniform shirt.
  - a. Patrolman with less than five years of service will have "NM-SP" collar insignia with the lettering in silver as well as silver uniform buttons.
  - b. Patrolman with five years of service or more will have "NM-SP" collar insignia with the lettering in gold along with gold buttons.
  - c. Service stripes will be worn centered on the lower left arm of the long-sleeve uniform, sewn  $1\frac{1}{2}$  inches above the cuff. One gray stripe will be worn for each completed year of service up to four years. One gold star on a stripe will be worn for each five years of completed service.
  - d. The "Instructor" patch may be worn centered on the lower right arm of the long-sleeve uniform, also sewn  $1\frac{1}{2}$  inches above the cuff.
  - e. Various specialty team patches may be worn and shall be affixed on the right sleeve above the "Instructor" patch and centered on the sleeve.
5. **Badge of Office and Name Plate:** The badge of office will be worn above the left breast pocket. A name plate will be worn centered above the right breast pocket. The name plate will be worn  $\frac{1}{8}$  inch above the top edge of the pocket. At a minimum the name plate will have the first initial and last name of the officer. Name plates with first names, rank, and "serving since" information may also be worn.
6. **Trousers:** Only regulation issue trousers will be worn. The trousers will be black in color with a gray stripe on the outside of both legs running the length of the pants. The bottom of the trouser legs shall hang between  $1\frac{1}{2}$  inches and  $2\frac{1}{2}$  inches from the floor when standing with footwear on. The wearing of summer or winter trousers will be optional year round.
7. **Cap:** Regulation cap will be made of the same material as the trousers. The regulation cap has 8 points. The regulation "Droop" visor is  $1\frac{7}{8}$  inches wide. The cap (shield, band, braid, visor, and material) shall be kept clean at all times. The cap will be worn at all times, no exceptions, while in uniform outside of buildings and cars, straight on the head, with the visor two-finger width above the bridge of the nose. The summer or winter style cap may be worn year round.
  - a. All officers with less than 5 years of service shall wear caps with silver braid and silver metal front band. All officers wearing the uniform with 5 or more years of service shall wear caps with gold braid and gold metal front band. The gold or silver front band shall, in every case, be worn centered, covering the lower gold or silver braid.
  - b. The *formal* caps for the Chief and Deputy Chiefs shall have an embroidered or metal oval gold wreath with the rank spelled out in gold, centered on the front of

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the cap. The visor shall contain two double rows of gold oak leaves. Only the Chief's cap shall have a single row of gold oak leaves around the sides and back of the cap.

- c. The *informal* caps for the Chief and Deputy Chiefs shall have the regulation metal cap shield with the rank spelled out above, and the words "STATE POLICE" below the Great Seal of the State. The visor shall contain two double rows of oak leaves.
- d. The caps for Inspectors, Majors, and Captains shall have the regulation metal cap shield, with the rank spelled out above, and the words "STATE POLICE" below the Great Seal of the State. This cap shall have two single rows of gold oak leaves on the visor.
- e. The ranking officers listed above may wear the regulation service cap without oak leaves, while working in the field.
- f. The caps for lieutenants and sergeants shall have the regulation metal cap shield with the rank spelled out above and the words "STATE POLICE" below the Great Seal of the State. These caps shall not have oak leaves.
- g. The caps for senior and junior patrolmen shall have the regulation metal cap shield with the words "STATE POLICE" below the Great Seal of the State. These caps shall not have any oak leaves.

8. **Footwear:** A plain toe, black, smooth grain, leather shoe or plain toe, black, smooth grain leather boot is required. If low-cut shoes are worn, plain black socks are required.

9. **Belt:** Black leather Sam Browne with "suicide strap," with regulation brass buckle on belt and strap. Sidearm holster and equipment carriers will be attached to the Sam Browne. The style will be basket-weave, flower carved, or other conservative pattern.

Clarification added.

**C. "BDU" Uniform – for special assignments as ordered.**

- 1. The BDU uniform for commissioned officers may be worn when authorized by the district/bureau commander or higher ranking officer with their agency appropriate patches. The fatigue uniform shall consist of the following:
  - a. Black, bloused BDU tactical pants (pants will not be bloused if officer is wearing any type of ankle holster).
  - b. Long-sleeve, black BDU shirt with badge and cloth name tag (gray letters on black background). Shoulder patches will be worn on each sleeve. Insignia of rank is displayed on the shirt collar for lieutenants and above, and on the sleeve for sergeants. Other patches or insignia may be worn with the chief's approval. *For further information on Specialty Team uniforms refer to Section G.*
  - c. A black polo shirt, either short or long-sleeve, may be worn year round. The shirt must have a cloth badge imprinted or embroidered on the left side and the officer's name embroidered in gold on the right side.
  - d. During the period for the summer uniform the shirt may consist of a crew neck black T-shirt or black short-sleeve BDU shirt with badge and cloth name tag (gray letters on black background). The T-shirt will have a cloth badge imprinted on the left side and the officer's name embroidered in gold or a cloth name tag on the right side.
  - e. Footwear will be black leather, plain toe, laced approved combat style boots, or combination black leather/cordovan or canvas.

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- f. The Sam Browne belt shall be worn without the shoulder strap. Nylon web gear or a staff holster with a cartridge holder may also be worn, when appropriate.
- g. The cap to be worn with the fatigue uniform will consist of a black, baseball-style cap, with a badge attached or imprinted on its front, or any other style authorized by the chief or his/her designee for a specific use. The cap will be worn at all times, no exceptions, while in uniform outside of buildings and cars.
- h. During inclement weather a conservative black knit cap can be worn. The cap should have no visible logos. A badge or shoulder patch may be affixed to the front of the cap optionally.
- i. The jacket or coat to be worn with the fatigue uniform or coverall will be any authorized outer garment.

**D. State Police Staff Uniform:** All field officers with the rank of lieutenant and above may, and all headquarters staff officers (regardless of rank) shall wear the regulation staff uniform, unless exception is made by the chief.

- 1. **Shirt:** Light gray perma-press material with one button cuffs and regular dress shirt collar.
  - a. Short-sleeves are optional during the period of March 1 to November 30.
  - b. Only the following may be worn on the staff shirt: Staff badge, two miniature metal rank insignia worn on collar for all ranks, nameplate, approved pins, two shoulder patches, and other appropriate insignia authorized by the chief.
- 2. **Trousers/Cap/Footwear:** As specified in Section B.
- 3. **Tie:** Plain black tie between 2" to 3" at its widest point.
- 4. **Belt:** Black leather, less than 2" wide with regulation brass, nickel or chrome buckle, snap or velcro closure.
- 5. **Holster and Cartridge/Magazine case:** Black leather basket-weave, flower-carved, or other conservative pattern.

**E. Inclement weather uniform:** Black, insulated coveralls may be worn when working outdoors in extremely adverse weather conditions. The coveralls shall have shoulder patches and a cloth or metal badge attached as well as insignia of rank, when applicable. Insignia will consist of cloth chevrons on the sleeves, for sergeants, and cloth or metal insignia on the collar for those above the rank of sergeant. The cap to be worn with the coveralls will be the fatigue cap, hood, black fur cap, or other conservative plain black knit cap.

**F. Jackets:** The following jackets are authorized to be worn:

- 1. A leather jacket in a style authorized by the Chief or his/her designee may be worn with the Class "A" or BDU uniform.
  - a. Large shoulder patches shall be displayed on the sleeves along with a, metal badge on the front, left side. The rank for sergeants will be displayed by chevrons on the sleeves or metal insignia on the collar. The rank insignia for lieutenants and above shall consist of metal insignia displayed on the shoulder epaulets
  - b. There will be no modification to the jacket.
- 2. Only rain coats that are department issued may be worn by uniform personnel.

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3. Any other non-issue jackets worn by uniform personnel shall be black in color with a badge and shoulder patches affixed to it. Rank insignia will be worn on the jacket in the appropriate manner listed above. These jackets must be approved by the district commander or his/her designee.
4. The state police staff coat shall be regular dress coat length, single breasted, two or three button front, two button sleeves, two lower patch pockets and no chest pocket. It shall have double vent, badge carrier, and epaulets. Only the following will be worn on the staff coat:
  - a. Badge (metal), rank, "NM-SP" lapel insignia, shoulder patches, other appropriate insignia authorized by the chief.
  - b. The sleeve stripes will be oxford gray and worn as follows:
    1. Chief – three stripes on each sleeve.
    2. Deputy Chiefs – two stripes on each sleeve.
    3. Inspectors, Majors and Captains – one stripe on each sleeve.
    4. Below captain – no stripe.
  - c. The sleeve stripes will be  $\frac{3}{4}$  inch in width, and when more than one stripe is worn, the width between each strip will be  $\frac{3}{4}$  inch.
5. The state police regulation "Ike" jacket may be worn on formal occasions with white dress shirt, black cravat tie and Sam Browne belt without shoulder strap, at the chief's discretion. It shall also be optional to wear the jacket with the regulation shirt. When worn, the Ike jacket shall be fully buttoned and zipped at all times. Only the following shall be worn on the Ike jacket:
  - a. Badge (metal)
  - b. Rank
  - c. Nameplate
  - d. Shooting badge
  - e. Shoulder patches
  - f. Whistle and cord (optional)
  - g. Other insignia authorized by the chief.

  **G. Specialty Teams:** Specific uniforms may be worn by specialty teams as indicated below. During special assignments or community events, each specialty team commander shall ensure that all team members are wearing the same color uniform or alternate uniform as directed by the Special Operations Commander. All specialty team uniforms will be approved by the Chief.

### 1. State Police Tactical Team:

- a. The Nomex flight suit may be worn in olive drab green.
- b. BDU tactical pants may be worn in olive drab green, woodland camouflage, black, tan, or any current military pattern best suited for concealing the team member from threats depending on the specificity of the mission.

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- c. BDU tactical shirt can be worn in olive drab green, woodland camouflage, black, tan, or any current military pattern best suited for concealing the team member from threats depending on the specificity of the mission.
- d. The polo shirt will be worn in one of three colors; olive drab green, black, or tan.
- e. The T-shirt will be worn in one of three colors; olive drab green, black, or tan.
- f. The baseball cap will be worn in one of three colors; olive drab green, black, or tan. The State Police Tactical Team insignia will be embroidered on the front of the cap and optionally the team member's name on the rear of the cap.
- g. The boonie cap can be worn in one of many colors to include; olive drab green, woodland camouflage, black, tan, or any current military pattern best suited for concealing the team member from threats, depending on the specificity of the mission.
- h. The New Mexico State Police Tactical Team jacket will be worn in one of two colors; olive drab green or black.
- i. Boots can be worn in one of many colors to include; olive drab green, woodland camouflage, black, tan, or any current military pattern best suited for concealing the team member from threats, depending on the specificity of the mission.
- j. The color of all insignia and name tags will be consistent with the color of the shirt worn.
- k. The team commander will have the discretion to authorize changes to the uniform with the permission of the chief.

### 2. State Police Crime Scene Team:

- a. BDU tactical pants may be worn in three colors, black, tan or gray.
- b. A BDU tactical shirt may be worn in three colors; black, tan, or gray. Both short and long-sleeve BDU tactical shirts may be worn.
- c. The polo shirt may be worn in white, black, tan, or gray.
- d. Mock turtleneck undershirts may be worn in white, black, tan, or gray.
- e. The baseball cap will be worn in one of two colors; black or tan. The State Police Crime Scene Team insignia will be embroidered on the front of the cap and optionally the team member's name on the rear of the cap.
- f. The boonie cap may be worn in one of two colors; black or tan.
- g. Gray or black coveralls may be worn during crime scene processing to protect agent's clothing from contamination.
- h. Inclement weather gear (coveralls, balaclava, etc.) may be worn during crime scene processing in extreme weather conditions.
- i. Footwear can be worn in brown, black, or tan.
- j. The team commander will have the discretion to authorize changes to the uniform with the permission of the chief.

### 3. State Police Dive Team:

Clarification added.

- a. BDU tactical pants will be worn in the color of black.
- b. BDU or moisture wicking style shorts may be worn in the color of black.

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- c. Polo shirt may be long or short sleeve with Dive Team insignias in the color of tan.
- d. T-shirt may long or short sleeve with Dive Team insignias in the color of tan.
- e. Black baseball-style cap with either the State Police Dive Team insignia embroidered on the front or a State Police badge may be worn.
- f. A tan boonie cap may be worn.
- g. Tan coveralls or black dry suit woolies may be worn during missions or training.
- h. Footwear will be black or tan in color. Black tennis style/ or water shoes may be worn during training, missions or boat patrol operations.
- i. Dive Team members will also wear the "Search and Recovery" team patch on their lower right arm while in long-sleeve Class "A" uniform per OPR: 21 State Police Search and Recovery Team.

Clarification added.

- j. During boat patrol operations, black BDU style shorts and the tan polo shirts will be worn.
- k. The team commander will have the discretion to authorize changes to the uniform with the permission of the Chief.

### 4. State Police Explosive Ordnance Disposal (EOD) Team:

- a. Primary uniform will consist of tan polo, tundra pant, tan boots and tan baseball cap.
- b. Dignitary protection detail uniform will consist of black polo, tundra pant, black boots, and black baseball cap.
- c. Range uniform will consist of tan t-shirt, tundra pant, tan boots and tan baseball or boonie cap.
- d. Emergency call-out uniform will consist of sage green flight suit and black boots.
- e. A black EOD Team jacket.
- h. Black or tan baseball-style cap can be worn with the State Police EOD Team insignia embroidered on the front or a State Police badge.
- i. Footwear will be black or tan, all leather only, plain toe, laced approved combat style boots. Boots must be at least 6 inches in height.
- j. The team commander will have the discretion to authorize changes to the uniform with the permission of the chief.

Clarification added.

### 5. State Police Criminal Enforcement Unit:

- a. Black BDU tactical pants.
- b. Black long-sleeve military style BDU shirt. A short-sleeved BDU shirt may also be worn from March 1 through November 30.
- c. Long-sleeve or short-sleeve black polo shirts may be worn.
- d. Black T-Shirt with approved cloth badge.

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- e. Black baseball-style cap with either the State Police Criminal Enforcement Unit insignia embroidered on the front or a State Police badge.
- f. Nylon web gear.
- g. The handler may be allowed to wear civilian clothes, in appropriate situations, if approved by the team commander or his/her designee.
- h. The team commander will have the discretion to authorize changes to the uniform with the permission of the chief.

6. **State Police Emergency Response Team (ERT):**

- a. Black BDU tactical pants.
- b. A long-sleeve, black polo shirt.
- c. A long-sleeve, black T-shirt.
- d. The team commander will have the discretion to authorize changes to the uniform with the permission of the Chief.

7. **State Police Motors Team:**

- a. The Class "A" uniform shirt with a Motor Team patch on the lower right arm when wearing the long-sleeve shirt.
- b. The trousers will be the same color scheme and material as the Class "A" trousers, but will be the "Motor Pant" design.
- c. A black baseball-style cap with either the State Police Motor Team insignia embroidered on the front or a State Police badge. The baseball cap will only be worn during non-essential stops when the officer is using his/her Motor Team unit. At all other times the Motor Team member will wear the standard Class "A" cap.
- d. The white over black motorcycle helmet will be worn at all times during operation of a Motor Team unit.
- e. A plain toe, black, smooth grain leather boot in the "Motor Boot" style will be worn.
- f. The team commander will have the discretion to authorize changes to the uniform with the permission of the Chief.

8. **State Police Aircraft Section:**

Clarification added.

- a. The Nomex flight suit will be worn in black, tan, or olive drab green.
- b. A black baseball-style cap with either the Aviation Section insignia embroidered on the front or a State Police badge.
- c. Pilots are authorized to wear a black waist length jacket, with a covered zipper front, side sleeve, pen pockets, and shoulder epaulets. Only the following shall be worn on the pilot's jacket: Badge (metal or cloth), shoulder patches, rank (lieutenants and up on epaulets, sergeants on sleeves), leather name tag with State Police pilots insignia (wings), pilot's name, and "State Police" embossed thereon, attached to right breast.
- d. Footwear will be black leather, plain toe, laced approved combat style boots, or combination black leather/cordovan or canvas.

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- e. The Department issued sidearm will be carried in a black shoulder holster.
- f. The team commander will have the discretion to authorize changes to the uniform with the permission of the Chief.

### 9. State Police Honor Guard:

- a. The Class "A" uniform will be worn with the long-sleeve shirt and the following additions:
  1. White ascot style scarf around neck.
  2. White dress gloves.
  3. White braid worn around left shoulder.
- b. The team commander will have the discretion to authorize changes to the uniform with the permission of the Chief.

### H. Training and Recruiting Bureau: personnel assigned to the training and recruiting bureau may wear specific uniforms as authorized by the Training and Recruiting Bureau Commander.

- a. Training Officers:
  1. BDU style pant in the color of black.
  2. Black or Gray, long or short sleeve, polo shirt per assignment of the day.
- b. All certified range masters may also wear the gray polo style shirt and black BDU pants while performing range master duties only.
- c. Pistol Team uniforms shall be designated by the Commander of the Training and Recruiting Bureau. The pistol team patch may be worn on the Class "A" and shall be affixed on the right sleeve above the "Instructor" patch and centered on the sleeve.

Clarification added.

- I. Personnel authorized to wear civilian clothing are the Chief and his staff, Investigations Bureau personnel, Governor's Security personnel, Standards Bureau personnel, and the Special Investigations Division. Exceptions for other personnel may be granted by the Chief. The style of civilian clothing worn while on duty will reflect the task(s) undertaken.
- J. Personnel in the Investigations Bureau are authorized to wear a quasi-uniform at the discretion of Investigations Bureau supervisors. These uniforms are only to be worn for certain assignments such as call-outs, raids/warrant service, IMPACT operations, etc. Quasi-uniforms may include, but are not limited to polo shirts, long-sleeve shirts, and baseball caps.
- K. A black wool v-neck sweater is authorized, October through April, with the State Police Class "A" and staff uniform, and must be worn over the shirt and tucked into the trousers. The badge, nameplate, and other insignia approved by the Chief, will be appropriately displayed on the v-neck sweater. Rank will not be displayed on the v-neck sweater.
- L. The only state police head cover that may be worn with the Class "A" or staff uniform and appropriate coat is the regulation cap, hood or fur cap, depending on weather conditions.
- M. Appropriate state police rank insignia will be worn in the proper manner whenever officers are in the Class "A" uniform or Staff Uniform.

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1. **Chief** - Four gold stars on epaulet of Class "A" uniform and collar of Staff Uniform.
2. **Adjutant Chief** - Three gold stars on epaulet of Class "A" uniform and collar of Staff Uniform.
3. **Deputy Chief** - Two gold stars on epaulet of Class "A" uniform and collar of Staff Uniform.
4. **Inspector** - One gold star on epaulet of Class "A" uniform and collar of Staff Uniform.
5. **Major** - One gold oak leaf on epaulet of Class "A" uniform and collar of Staff Uniform.
6. **Captain** - Double gold bar on epaulet of Class "A" uniform and collar of Staff Uniform.
7. **Lieutenant** - Single gold bar on epaulet of Class "A" uniform and collar of Staff Uniform.
8. **Sergeant** - Black and gray chevrons on sleeves of Class "A" uniform and gold metal chevrons on collar of Staff Uniform.

### 9. Rank Positioning

- a. Rank Insignia Positioning: All insignia worn on the epaulet of the Class "A" uniform shall be centered on the "X" stitching on the outer section. Specific ranks will be worn as follows:
  1. The multiple star insignia worn for the rank of Deputy Chief and above shall be worn running lengthwise along the shoulder and epaulet of the uniform.
  2. The oak leaf insignia for Majors shall be worn with the bottom facing the outside of the shoulder and the top towards the collar.
  3. Gold bars for the ranks of Lieutenant and Captain will be placed running from front to back.

Refer to "Attachment A: Uniform Pictures" for further details on rank insignia and positioning.

**N. Pins:** Certain pins may be worn on the State Police Class "A" uniform for those personnel that meet the criteria for that particular pin. The following is a list of pins authorized to be worn by qualified officers. For further information on specific requirements refer to the appropriate specialty team policy. The Chief or his/her designee may authorize additional pins at his/her discretion.

1. **Tactical Team** - State Police badge with crossed lightning bolts behind it.
2. **Dive Team** - Modeled on the Navy "Scuba Diver" pin, which consists of a silver diving helmet. Once the diver reaches five years the pin is changed to a gold color.
3. **Explosive Ordnance Disposal Team** - Wreath around a shield, bomb and lightning bolts in front of it.
4. **Criminal Enforcement Unit** - Letters "K-9" with a wreath around them.
5. **Honor Guard** - State Police badge with crossed rifles behind it and a wreath around them.
6. **Emergency Response Team** - State Police badge with the letters "ERT" on it and wings coming from both sides.

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7. **Motors Team** - Eagle with NMSP Motor Team inscribed on it.
8. **Aviation Section** - State Police badge and wings coming from both sides.

**O. Wearing of the Pins** – Commissioned personnel shall wear their pins only in the following manner:

1. All pins will be worn centered and directly above the officer's name plate. The lowest portion of the pin will be 1/8 inch above the top edge of the name plate.
2. If an officer chooses to wear a marksmanship pin in conjunction with any specialty team pin, the marksmanship pin will be centered and 1/8 inch above the name plate. The team pin will be 1/8 inch above the marksmanship pin and centered.
3. If an officer chooses to wear an award ribbon it will be centered and worn directly above the name plate. See *ADM:28 Medals and Awards* for further information on award ribbons. Any other pins will be worn centered and 1/8 above the award ribbon.
4. When multiple pins are worn the order from bottom to top will always be award ribbon (if eligible), marksmanship pin, and specialty team pin.
5. No more than two pins will be worn on the uniform at any one time, including award ribbons. If an officer is eligible to wear more than one specialty team pin (e.g. Honor Guard and Dive Team) only one team pin may be worn on the uniform at a time.

## P. Grooming Standards

1. Male commissioned officers
  - a. Hair
    1. Shall be neat, clean, trimmed, and present a groomed appearance.
    2. Shall not interfere with the proper wearing of the uniform cap or helmet.
    3. Shall not touch the top of the shirt collar at any time.
    4. Shall not cover any part of the outside portion of the ear at any time nor will the sides bulk at or extend over the ear. The front is combed to the side or back and will not protrude below the headband of the cap.
    5. Color or style shall not be unusual or bizarre nor will it be dyed or streaked an abnormal color.
    6. The maximum extension from the scalp shall not exceed two (2) inches.
    7. No extreme or abnormal hair styles within these guidelines will be permitted.
    8. The wearing of a wig or hairpiece by male personnel while in uniform or on duty is prohibited except to cover or to accommodate a medical condition or physical disfigurement. When worn, it will conform to the standard haircut criteria listed above.
    9. Officers assigned to undercover work, where unusual hairstyles or appearances are necessary to accomplish a specific mission, are exempt from this policy. However, hair will be worn in a neat, clean, and groomed manner when at headquarters, court, or instructing a class. Agents stationed at headquarters are exempt, while carrying out their normal duties.

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10. Plain clothes officers must follow this policy when working a temporary uniform assignment. However, individuals wearing the BDU uniform for raid operations only, are exempt from this policy.
- b. Sideburns and Facial Hair
  1. Employees shall be "clean-shaven" when in uniform. For the purpose of this policy clean-shaven means the removal of hair, which if allowed to grow, would constitute a beard, goatee, or moustache.
  2. Employees in uniform will ensure their sideburns do not extend below the bottom of the lowest part of the exterior ear opening or tragus and will end with a clean shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed one inch.
  3. Non-uniform commissioned employees may have a moustache, which does not fall below the corners of the mouth.
  4. When working in an undercover capacity male personnel may wear a beard, goatee, or moustache as needed in the performance of their job duties.
- c. Fingernails
  1. Shall be clean and trimmed while in uniform.
  2. Shall not extend beyond the tips of the fingers while in uniform.
  3. Fingernails will not be polished while in uniform.
  4. When working in an undercover capacity, fingernails may be worn as needed in the performance of job duties. However, fingernails will conform to this policy when at headquarters, court, or instructing a class. Agents stationed at headquarters are exempt, while carrying out their normal duties.
- d. Jewelry
  1. Only two conservative rings may be worn while in uniform.
  2. Necklaces will not be worn in view, while in uniform. Religious medals may be worn, provided that they are not visible.
  3. Earrings or piercings of any kind will not be worn.
  4. When working in an undercover capacity earrings and/or piercings may be worn as needed in the performance of job duties. However, all earrings and piercings will be removed when at headquarters, court, or instructing a class. Agents stationed at headquarters are exempt, while carrying out their normal duties.
  5. For further information on piercings refer to *ADM: 37 Tattoos and Body Piercings*.

2. Female commissioned officers
  - a. Hair
    1. Shall be secured and prevented from hanging down at all times when in uniform.
    2. Shall be neat, clean, trimmed, and present a groomed appearance.
    3. Styles shall not interfere with the wearing of the uniform cap or helmet.

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4. Shall not touch the top of the uniform shirt collar at anytime.
5. Shall not cover any part of the outside portion of the ear at anytime.
6. The hair in front will be groomed so that it does not fall below the eyebrows and will not protrude below the band when the uniform cap or helmet is worn.
7. Color and style shall not be unusual or bizarre. Hair shall not be dyed or streaked in abnormal colors or in two distinctive tones and highlighting should complement the hair's natural color.
8. Ornamentations, scrunchies, bows, or ribbons shall not be worn in the hair, while in uniform. Hair rubber bands, clips, and pins that match the color of the hair are permitted.
9. Shall not be worn in a "pony tail" or similar style unless loose hair is properly secured and does not hang below the cap.
10. Hair that is worn up must be styled in such a manner as to prevent any loose hair.
11. While in civilian attire hair will be neat, clean, trimmed, and present a groomed appearance. Hair shall not interfere with the performance of the employee's duties. Color and style shall follow above stated criteria.
12. No extreme or abnormal hair styles within these guidelines will be permitted.
13. The wearing of a wig, hair extensions or hairpiece by female personnel while in uniform or on duty is prohibited except to cover or to accommodate a medical condition or physical disfigurement. If one is worn it must conform to the same standards required for natural hair. It should be of good quality and proper fit and not interfere with a cap or headgear.
14. When working in an undercover capacity hair may be worn as needed in the performance of job duties. However; hair will be worn in a neat, clean, trimmed, and present a groomed appearance when at headquarters, at court or instructing a class. Agents stationed at headquarters are exempt, while carrying out their normal duties.

Clarification added.

### b. Cosmetics

1. Females may wear cosmetics if they are conservative and complement the uniform and/or business attire. Eccentric, exaggerated, or trendy cosmetics styles and colors are prohibited. Some examples of extreme colors include, but are not limited to metallic or dark pinks, purples, greens, and blues.
2. False eyelashes are prohibited.
3. When working in an undercover capacity, cosmetics may be worn as needed in the performance of job duties. However; cosmetics will be worn in adherence to this policy while at headquarters, at court, or instructing a class. Agents stationed at headquarters are exempt, while carrying out their normal duties.

### c. Fingernails

1. Fingernails shall be clean and trimmed.
2. Fingernails shall not extend more than one-quarter inch beyond the tips of the fingers.

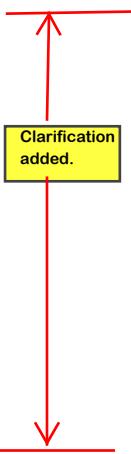
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3. Fingernails may be polished clear or another natural color. No two-tone or multiple tone colors will be accepted.
4. Fingernails shall not have designs applied to them.
5. When working in an undercover capacity, fingernails may be worn as needed in the performance of job duties. However, fingernails will conform to this policy when at headquarters, court, or instructing a class. Agents stationed at headquarters are exempt, while carrying out their normal duties.

d. Jewelry

1. Two conservative rings may be worn.
2. Necklaces will not be worn in view while in uniform. Religious medals may be worn, provided that they are not visible.
3. While in **uniform** earrings and or piercings will not be worn.
4. While in **civilian attire** any style of conservative earrings may be worn.
5. When working in an undercover capacity earring and/or piercings may be worn as needed in the performance of job duties. However, all earrings and piercing will be removed when at headquarters, at court or instructing a class. Agents stationed at headquarters are exempt, while carrying out their normal duties.
6. For further information on piercings refer to *ADM: 37 Tattoos and Body Piercings*.

3. Contact lenses worn by any employee shall not be of a bizarre or unusual color and will not distort the natural appearance of the eye.



### Q. Equipment:

1. Officers are provided with equipment necessary for completing their duties upon graduation from the State Police Academy. See Attachment B "NMSP Issued Equipment List."
2. MTPD and SID personnel will be issued authorized equipment upon hire.
3. Additional equipment may be issued to officers/agents in the field as necessary: this includes equipment specific to different specialty teams. Specialty team commanders will be responsible for ensuring all of their team members have appropriate equipment for their duties. Officers will be responsible for the maintenance and care of all department equipment issued to them. Officers are responsible for replacing their leather gear as necessary.
4. Officers are required to sign a **SP-6 form** or Department approved inventory issue form when being issued any equipment by the department. Upon leaving the department an officer will return all items issued to them in good condition with consideration being given for normal wear and length of its use. Any issued item that is not returned will be replaced by the officer at their expense. The Department may allow any officer to retain certain items at its discretion.
5. Officers or agents who require equipment to be replaced shall go onto *The Insider* and fill out the **Lost, Worn, Broken, or Stolen Property Form**. Once the Form is filled out in its entirety, the officer/agent shall submit it as indicated on *The Insider*.
  - a. The Training and Recruiting Bureau will review the Form and make a determination of findings. The Training and Recruiting Bureau will make the



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Clarification added.

following determination based on the officer/agent explanation and recommendation of the supervisor:

1. Replace at no cost to the officer/agent.
2. Replace at partial cost to the officer/agent.
3. Replace at full cost to the officer/agent.

**Note:** Any cost incurred by the officer/agent must be paid by check or money order within thirty days and made payable to the Department of Public Safety.

- b. The Training and Recruiting Bureau will then issue out the new equipment and document the action.
- c. The Training and Recruiting Bureau will maintain a record of all **Lost, Worn, Broken, or Stolen Property Forms** and equipment replaced.
- d. If there are any questions regarding the form, equipment or replacement, an officer/agent may contact the Training and Recruiting Bureau.

6. Any officer/agent who wears civilian clothing on a regular basis may be issued additional holsters as well as magazine and handcuff holders that are more appropriate for use with civilian attire.
7. It is important to allow employees to utilize preferred equipment in the performance of their duties. Therefore, personal equipment and apparel may be purchased by the officer if so desired. However, in order to maintain a professional appearance and uniformity among personnel any personal equipment (e.g. knives for utility purposes, sunglasses, belt flashlights, etc.) and/or apparel (e.g. gloves, undershirts, lanyard bolos, etc.) worn on duty must be approved by the district/bureau commander or his/her designee.
8. Officers who are on leave from work in excess of 30 days will adhere to the following procedures for securing/returning equipment. Exceptions to these requirements may be granted by the chief or his/her designee. Any leave resulting from disciplinary actions will continue to follow the guidelines listed in *ADM:47 Discipline* and *NMAC 10.5.500*.
  - a. Any department issued vehicle will be returned to Fleet Headquarters in Santa Fe for the duration of the separation from duty. Upon the officer's return they will be re-issued a unit from available fleet resources. Units **are not** to be kept at district offices.
  - b. All department issued firearms will be returned to the Training and Recruiting Bureau where they will be turned over to the department armorer.
  - c. Department issued cell phones shall be turned into the Telecommunications Officer of the Information Technology Bureau at Headquarters.
  - d. All other department issued equipment will be turned over to the officer's district commander or his/her designee for storage at the district office during the extended absence.
9. In situations where the leave is less than 30 days and the officer's department issued vehicle is used as a "carpool" unit the following procedures will be followed:
  - a. The officer on leave will remove their issued weapons, personal effects, and any equipment not needed by officers using the unit.

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- b. A supervisor will conduct an inspection of the unit to include any remaining equipment (e.g. stop sticks, radar, shovel, etc.) before allowing the unit to be used for carpool purposes. This will be documented on the standard Officer/Vehicle Inspection Form.
- c. Once the officer returns to duty and their unit is removed from carpool status a supervisor shall re-inspect the unit to ensure it and all equipment is accounted for and in working order. Any discrepancies will be documented on the Officer/Vehicle Inspection Form utilized for the inspection in Section b.

**R. Cellphones:** Cellular phones will be issued by the Department of Public Safety to a limited number of personnel. This includes all members of the Investigations Bureau and command staff of the rank Lieutenant and above. Other personnel may be issued departmental cellphones at the discretion of the Chief. All departmental personnel who receive department issued cellphones will be responsible for maintaining and keeping them in good working order. Any equipment problems should be reported as soon as practical to the employee's immediate supervisor.

Cellphones may be used as an alternative form of communication, but should not be depended on as the sole form of communication. Cellphone usage will be monitored on a monthly basis and any excessive activity will be addressed through the chain of command. Pagers may also be issued by the department as necessary.

## 7.0 ATTACHMENTS

- A. NMSP Uniform Photos**
- B. NMSP Issued Equipment List**

## 8.0 APPROVAL

APPROVED BY: \_\_\_\_\_ s/ Gorden E. Eden Jr. DATE: February 7, 2012  
DPS Cabinet Secretary